

## **CIVIC GOVERNMENT (SCOTLAND) ACT 1982 LICENSING OF SHORT-TERM LET LICENCE**

### **Background**

The Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022 amended the Civic Government (Scotland) Act 1982 to require short-term lets to be licensed.

The Order sets out information about types of short-term let which need to be licensed and those which do not

From 1 October 2022, new hosts and operators will need to have a licence. This means that, if you were not using your premises to provide short-term lets before 1 October 2022, you cannot take bookings or receive guests until you have a licence. If you have already been using your property to provide short-term lets before 1 October 2022, then you have until 1 April 2023 to apply for a licence and you can operate by continuing to take bookings and receiving guests, while your application is processed.

### **Temporary Exemptions**

Section 1A of Schedule 1 of the Act requires licensing authorities to publish a statement of policy which will be applied regarding temporary exemptions from the requirement to obtain a short-term let licence. The Council's Policy is published on our website at [www.edinburgh.gov.uk/licences](http://www.edinburgh.gov.uk/licences).

### **Temporary Licences**

Temporary licences may be granted for a period not exceeding 6 weeks. Applications for temporary licences must be accompanied by all required supporting documentation and floor plans. However, no Site Notice or Compliance Notice is required

### **Floor plans**

For the Council and Scottish Fire and Rescue Service to undertake an assessment of the maximum number of guests that can be accommodated safely, applicants must provide, as part of their application, floor plan(s) for their premises, indicating room sizes, fire escape routes, accommodation intended for guests with mobility impairment and other information.

## **Fire Safety Checklist provided by the SFRS**

The checklist has been incorporated into the application form. Please ensure you have an appropriate fire risk safety assessment in place for your property.

## **Electrical Installation Conditions (EICR) report**

Does not apply to properties with no electrical fittings or items within the parts of the property which are not for guest use, or to which guests are not permitted to have access. The report must be dated within the last 5 years. Further information can be found in the [Guidance on Electrical Installations and Appliances](#) (external link) document

## **Declarations by owners of Short term Let Premises**

The Act requires that where the applicant is not the sole owner of the premises, or the land on which the premises are located, s/he must provide:

- the name and address of all owners and
- a declaration from all owners, or persons authorised to act on their behalf, that they consent to the application

Where the applicant is not the sole owner of the premises, the form of Declaration is provided with the application form and must be completed by all other owners. Where a Declaration is completed by someone else on behalf of an owner, the person must provide evidence of their authorisation to act on behalf of the owner

## **Duration of licences**

Where appropriate, the Council will grant a STL licence for the following time periods:

- a. Secondary Letting – 1 year
- b. Home Letting – 3 years
- c. Home Sharing – 3 Years
- d. Home Letting and Home Sharing – 3 Years

Application fees will not be refunded if a shorter period is determined. The licence is not transferable

A renewal application must be made before any existing licence expires.

A licence shall normally remain in force, unless previously suspended or revoked. The Council can also determine a shorter period in any case, dependent upon the circumstances.

## Conditions

The Act imposes mandatory conditions for a short-term let licence and these attached to the application form. The licence holder will be required to comply with the mandatory conditions which will form part of the licence when granted

The Act affords the Council the power to set certain conditions, where necessary, which can address any local concerns or issues. These are known as “additional conditions”. These conditions are found at appendix two of the Council’s Short Term Lets Licensing Policy and shall apply to every full licence granted, varied or renewed by the Council, unless they have been expressly excluded or varied. The additional conditions shall also apply to every temporary licence or temporary exemption granted or varied by the Council.

## Making Application

Applicants must submit the following documentation:

- Fully completed application form.
- Application fee
- Floor plans – *further details below*.
- Completed Declarations by owners of the short-term let premises – *where required*
- A completed Checklist - *attached*

## Incomplete applications cannot be accepted for processing

If for any reason you are unable to apply online, you can complete a paper application form and, together with the required supporting documentation, submit the form in person to the Customer Hub at 249 High Street Edinburgh, where staff will scan the application form and documents and assist you in the process of submitting and paying for your licence application via our online submission form. Paper application forms must be completed legibly in block capital letters in black ink or typed. All questions must be answered

Applications will be checked by the Licensing Service who will advise if any further information is required. Only complete applications, submitted with all required documentation and fees, can be accepted for processing. **Incomplete applications shall be returned to the applicant**

## Supporting Documents

The following documents must be submitted with all applications for a Short Term Let Licence - please only provide copies of documents as originals will not be returned:

- Annual Gas Certificate (for properties with a gas supply).
- Annual Portable Appliance Test Certificate (PAT)
- Current Electrical Installation Condition Report
- Planning permission information - *Secondary Letting only*
- 1 x A4 size copy of the floor plans of the property - *(required for new, temporary and any subsequent renewal application).*
- Completed Short Term Let Fire Safety Checklist - *(required for new, temporary and any subsequent renewal application).*

## Floor Plans - guidance

Scottish Government Guidance advises that in order for licensing authorities and the Scottish Fire and Rescue Service to undertake an assessment of the maximum number of guests that can be accommodated safely, it is desirable for licensing authorities to ask applicants to submit (as part of their application) floor plan(s) for their premises indicating certain information.

Applications for licences, including temporary licences, must therefore be accompanied by floor plans in accordance with the requirements below. These should be provided electronically

Floor plans must show the following:

- the extent of the boundary of the building and the external and internal walls of the premises.
- the location and names of any streets surrounding the building from which guests have access to the premises.
- the location and width of each point of access to and egress from the premises.
- the location and width of any other escape routes from the premises.
- the location of any equipment used for the detection or warning of fire or smoke or for fighting fires
- the location of any steps, stairs, elevators, or lifts in the premises.
- any accommodation intended for guests with mobility impairment.
- the number of rooms intended for sleeping; and
- the maximum occupancy capacity of the building (excluding children under 10 years old).

A floor plan may include a legend through which the matters narrated above may be sufficiently illustrated by the use of symbols on the plan

## **Part 1 – Licence applied for**

Please confirm whether the application is a new licence application, a temporary licence application, a renewal of an existing licence or an application for a variation or change in circumstances (please make it clear why you are requesting a variation/change).

## **Part 2 – Property Details**

Please provide the full statutory postal address of the property for which a licence is sought (as shown on the Council Tax statement). If the property is a flat then please ensure that the flat number is provided with reference to its position within the tenement, for example flat 1F2 if the flat is the second flat on the first floor above street level.

On 27 July 2022, Scottish Ministers approved plans to designate the City of Edinburgh Council area as a STL control area. It requires residential accommodation owners wholly letting accommodation, which is not their principal home, as a STL in the Council area, to apply for planning permission for a 'change of use' to a STL. The designation came into effect on 5 September 2022.

In these circumstances, the host or operator, for secondary letting, must have made an application for planning permission or already have planning permission or have proof that planning permission is not required before they apply for a licence

The maximum number of guests to be accommodated in the property, must be provided as well as the total number of bedrooms to be let. This information will be included on any licence granted

The annual letting period for when the property will be used as a short term let must be provided together with the minimum and maximum period of occupancy (in days) for any individual let

## **Parts 3 & 4 – Applicant Details**

if the applicant is a natural person, any maiden or previous name and place and date of birth must be provided. The Council is required to copy your application to the police who require this information to carry out appropriate vetting checks.

If the application is being made in joint names, then these details must be provided for each applicant.

If the applicant is a business, company, charity or trust please provide the head/registered office address and details of all partners, company directors or trustees. The Council is required to copy your application to the police who require this information to carry out appropriate vetting checks.

Please ensure that any additional sheets used to provide the required information are stapled or otherwise secured to the application form.

## **Part 5 –Day to Day Manager**

Anyone appointed by you to manage your property on a day to day basis will be named on the licence.

If an agent is to be appointed to take responsibility for managing the property on a day-to-day basis, then this section must be completed. If the agent is not an individual person, then a list of all directors/partners/trustees together with their names and addresses and dates and towns of birth must be provided and attached to the application form. If the applicant is a business, company, charity or trust, details of a named individual who is to carry on the day-to-day management of the property must be provided in this section.

## **Part 6 – Convictions**

Subject to the Rehabilitation of Offenders Act 1974 if the applicant, appointed agent or anyone named on the application form has been convicted of any crimes or offences in any court in the United Kingdom then these must be detailed in this part of the form. If any person is in any doubt as to whether they require to declare convictions, they must obtain independent legal advice. If there are no convictions, you must enter N/A in the relevant boxes.

## **Part 7 – Declaration**

Before signing and dating the application form, please ensure that:

The application form has been completed fully and all information provided is accurate and complete.

You have read the Council's data protection statement. By signing and lodging this application form you are deemed to have given consent for your personal data to be held and processed for the stated purpose.

You are aware of your obligations to display a notice of application and to certify to the Council that you have done so in terms of paragraph 2 (3) of Schedule 1 of the Civic Government (Scotland) Act 1982

That you have read the copy of the Mandatory Licensing Conditions provided with this application form and that that you understand that any Short term Let licence granted will be subject to these conditions.

## **Part 8 - Correspondence**

Please provide full contact details, including an email address, for where all correspondence relating to the licence application should be sent.

## Notice of Application (Site Notice) – Guidance Notes

Applicants have a statutory obligation to display a notice of application stating that an application for a Short Term Let licence has been made. A style notice is provided with the application form.

This notice should be completed clearly and legibly. The notice must be displayed suitably protected from the elements on or near to the property in a position where it can be easily read by members of the public for a continuous period of 21 days starting on the date on which your application is lodged with the Council.

You must take reasonable steps to protect the notice and if it is removed, obscured, or defaced, within the 21 day period, it should be replaced. At the end of the 21 day period the Compliance Notice should be completed and returned to the Council's Licensing Section, 249 High Street, Edinburgh, EH1 1YJ, or by email to [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk).

If the notice has been removed or defaced, then you must provide the Council with written confirmation that you displayed the notice for 21 days as required and took steps to protect and replace the notice if appropriate.

If the Site Notice is not displayed or the Compliance Notice is not returned, the Council may require the applicant to display the notice again for a period of 21 days from a specified date.

## Short Term Lets

### Application for Licence

This application form must be fully completed and submitted electronically, together with all required supporting documentation and the appropriate fee, to the Licensing Section using our Civic & Miscellaneous licensing [online submission form](#) Further information is also available on our website at [www.edinburgh.gov.uk](http://www.edinburgh.gov.uk)

**PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM**

**ALL QUESTIONS MUST BE ANSWERED**

**IF YOU HAVE NOTHING TO RECORD, YOU MUST STATE “NOT APPLICABLE” OR “NONE”**

### Checklist

**The checklist must be fully completed to submit your application. – please only provide copies of certificates required as these documents will not be returned to you**

I have provided the following - please tick ✓

Fully completed application form	<input type="checkbox"/>	
Correct application fee	<input type="checkbox"/>	
Completed a Legionella assessment	<input type="checkbox"/>	Applicant Self declaration
Current Public Liability Insurance certificate	<input type="checkbox"/>	Applicant Self declaration that documentation is held for the premises
Current Buildings Insurance cert	<input type="checkbox"/>	Applicant Self declaration that documentation is held for the premises
Planning permission information – <i>Secondary letting only</i>	<input type="checkbox"/>	Copy of document provided
Current Electrical Installation Condition Report	<input type="checkbox"/>	Copy of document provided
Annual Portable Appliance Test Certificate (PAT)	<input type="checkbox"/>	Copy of document provided
Completed Short Term Lets Fire Safety Checklist	<input type="checkbox"/>	Copy required for all STL applications
Current Annual Gas Safety certificate - ( <i>for properties with a gas supply</i> )	<input type="checkbox"/>	Copy document provided <input type="checkbox"/> N/A
A4 layout plan of premises <i>Plan must include room sizes, fire escape routes and</i>	<input type="checkbox"/>	Required for all STL licence applications



<i>whether the accommodation is intended for guests with mobility impairment</i>				
Partnership agreement – ( <i>where applicable</i> )	<input type="checkbox"/>	<i>attached</i>	<input type="checkbox"/>	<i>N/A</i>
Owner/s consent to operate property as a Short Term Let – ( <i>where applicable</i> )	<input type="checkbox"/>	<i>attached</i>	<input type="checkbox"/>	<i>N/A</i>

**PART 1 - LICENCE APPLIED FOR**

**Application Type:** please tick ✓

Initial licence  Renewal licence\*  \*Current licence no:

Variation of an existing licence  *please provide the reasons for varying an existing Short Term Let licence below*

Temporary licence  *a temporary licence can last for a **period of up to 6 weeks only***

Date temporary licence required from: until:

Temporary Exemption  *a temporary exemption can only be granted for specified single continuous period **not exceeding 6 weeks in any 12 month period***

Exemption required for: **please tick ✓**

during Edinburgh Festival Fringe and Edinburgh International Festival

during Edinburgh's Christmas & Hogmanay Festive Period

major sporting event  Event name:

major international event  Event name:

Date temporary exemption required from: until:

<b>Type of Lettings(s):</b> please tick ✓			
Home Sharing	<input type="checkbox"/>	<i>using all or part of your own home for short-term lets whilst you are there</i>	
Home Letting	<input type="checkbox"/>	<i>using all or part of your own home for short-term lets whilst you are absent, for example whilst you are on holiday</i>	
Home letting & home sharing	<input type="checkbox"/>	<i>Where you operate short-term lets from your own home while you are living there and for periods when you are absent</i>	
Secondary letting	<input type="checkbox"/>	<i>the letting of property that is not your main home where you are registered for Council Tax (primary residence)</i>	
<b>please indicate whether you are currently operating a Short Term Let property</b>			
		<input type="checkbox"/> Existing Host/Operator – <i>you may be asked to provide evidence that you are currently operating as a Short Term Let</i>	
		<input type="checkbox"/> New Host/Operator – <i>you are not currently using your premises as a short term let</i>	
<b>Do you have any other Short Term Let Licences?</b>			
		<input type="checkbox"/> No	
		<input type="checkbox"/> Yes* – <i>please provide details below</i>	
Current Licence No/s:		Expiry date/s*	
<b>Do you have a current House in Multiple Occupation (HMO) Licence for the property?</b>			
		<input type="checkbox"/> No	
		<input type="checkbox"/> Yes* - <i>please provide details below</i>	
Current licence number/s		Expiry date/s	
Applicants Landlord Registration No – <i>(if applicable)</i> :			

**PART 2 - PROPERTY DETAILS – state the type of premises to which the application relates**

**Type:** please tick ✓

Detached home  Semi-detached home  Terraced home  Guest House

Bed and Breakfast  Unconventional dwelling

Flatted dwelling\*  \*Please indicate whether: Basement/ Ground/ 1<sup>st</sup>/ 2<sup>nd</sup>/ 3<sup>rd</sup>/ top floor

Property name	
Address <i>(Please include flat number e.g., 1F2 where appropriate)</i>	
Postcode	
EPC Rating	

Do you own the property?

- Yes
- No\* See note below

\*If you answered 'No' above, do you have permission from the legal owner to operate the premises as a short term let?

- Yes *You must provide written consent from the owner/s allowing you to operate as a short term let*
- No *We are unable to accept an application without the property owners written consent*

**Please provide the property owner/s details below – all owners must be named**

First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			
<b>Please provide details of any further owners on a separate sheet</b>			
Do you have planning permission to operate the premises as a Short Term Let - <i>Planning permission is only required for applications for Secondary Letting</i>			
	<input type="checkbox"/> Yes <i>N/A - my application is not for Secondary Letting</i>		
	Planning permission ref no:		
	Certificate of Lawfulness ref no:		
	date permission granted:		
	<input type="checkbox"/> No* <i>See note below</i>		
*If you answered ' <b>No</b> ' above, have you recently applied for planning permission?			
	<input type="checkbox"/> Yes		
	Date application submitted:		
	Planning application ref no:		
	<input type="checkbox"/> No <i>an application for Secondary Letting cannot be considered without the required planning permission information</i>		
Maximum number of guests to be accommodated			
Number of bedrooms being used			

**Letting Period** - Please provide details of the whole period during which the property will let each year

From		Until	
Min period of occupancy for an individual let - days			
Max period of occupancy for an individual let - days			

**PART 3 – APPLICANT DETAILS** - to be completed if the licence is to be held by an individual

First name(s)			
Surname			
Maiden/previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

**Please provide all previous addresses lived at for the last 5 years – please enter N/A in each field if not applicable**

Home address			
Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	

Home address			
Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	
Home address			
Postcode			
Period from:		until	

**PART 4 - TO BE COMPLETED IF THE APPLICANT IS NOT AN INDIVIDUAL – i.e., Company, Partnership or Charity**

*note: When the licence is to be held in the name of a company or partnership a day-to-day manager must be identified, documentary proof of the existence of the Partnership must also accompany the application form.*

**please tick ✓:**

Charity  *Please provide your charity number below*

Charity number

Limited Company  *Please provide your company number below*

Company number

Partnership  *copy of the partnership agreement must accompany this application*

Name

Registered or Principal Office Address

Postcode	
Contact phone no	
Contact email address	

**Please provide details of all Directors/Partners/Trustees**

First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

First name(s)			
Surname			
Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
contact email address			

First name(s)			
Surname			



Maiden/Previous name			
Designation			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
contact email address			
<b><i>Please provide details of any further directors/partners/trustees on a separate sheet</i></b>			

<b>PART 5 – DAY TO DAY MANAGER</b> – <i>please provide details of anyone appointed to manage the property on a day-to-day basis. (this person will also be named on the licence document)</i>			
First name(s)			
Surname			
Maiden/Previous name			
Date of Birth		Place of Birth	
Home address			
Postcode			
Contact phone no			
Contact email address			

## **PART 6 - CONVICTIONS**

Subject to the Rehabilitation of Offenders Act 1974 if the applicant, the day-to-day manager, or any director/partner or trustees named in this application has been convicted of any crime or offence in any court in the United Kingdom, please provide details below.

***NOTE - If you have no convictions, you must write "NONE"***

Name	Date	Court	Offence	Sentence

***\*Continue on a separate sheet if necessary***

## PART 7 – APPLICANTS DECLARATION

I/We hereby make application for a Short Term Let Licence in the above terms and certify that the information given is true and correct.

I/We further certify that I/We will comply with paragraph 2(2) of schedule 1 of the Civic Government (Scotland) Act 1982, OR I/We certify that is not possible to comply with paragraph 2(2) of Schedule 1 of the said last mentioned Act because I/we have no rights of access to the property but that I/we have taken reasonable steps to acquire rights of access and have been unable to do so.

I/We Acknowledge that I/We have read the Conditions attached by the Council to grants of this type of licence. I/We agree that any licence granted to me should incorporate these conditions.

Information supplied on this form will be held on computer and applicants are advised that in the processing of this application, background enquiries will be made which may include reference to personal data held on computer.

Any applicant who in making application makes any statement which the applicant knows to be false or recklessly makes any statement which is false in material particular shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding **£2,500**

Signature of Applicant /Agent ( <i>delete as appropriate</i> )	Date
<b>Print Name:</b>	

## PART 8 - CORRESPONDENCE DETAILS – *please provide details of where all correspondence relating to this application should be sent*

Correspondence name	
Address	
Postcode	
Contact phone no	
Contact email address	

## PUBLIC NOTICE OF APPLICATION FOR SHORT-TERM LETS LICENCE

**The Civic Government (Scotland) Act 1982(Licensing of Short-term Lets) Order 2022**

New application

Renewal application

Applicant	
Applicant's Address	
Postcode	

Has applied to the City of Edinburgh Council for a Short-term Lets Licence.

Short-term lets premises address <i>(If different from above)</i>	
Type of licence applied for <i>(Please tick ✓)</i>	Home sharing <input type="checkbox"/> Secondary letting <input type="checkbox"/> Home Letting <input type="checkbox"/> Home sharing & home letting <input type="checkbox"/>
Maximum number of Guests	
Number of Bedrooms	
Day to day manager/ agent details <i>(If different from applicant)</i>	Name:  Address:   Postcode;

### **Objections or Representations**

Objections or Representations about the application may be made by any member of the public. Objections or Representations must

- be in writing.
- specify the grounds of the objection or, as the case may be, the nature of the representation.
- set out the name and address of the person making it.
- must be signed by the person or on their behalf
- be made within 28 days of public notice of the application being given

Copies of any objections or representations will be given to the applicant. If an objection or representation is made to the Council after this date but before a final decision is taken on the application, reasons for the objection or representation being late must be given. The Council may consider the late representation if it is satisfied that it was reasonable for the representation to have been made after the deadline.

Objections or Representations should be sent to: **The Licensing Section at [licensing@edinburgh.gov.uk](mailto:licensing@edinburgh.gov.uk)** ,

Date application lodged/public notice given	/	/
Last date for objections or representations	/	/

- This notice must be displayed on or near the Short-term let property in a position where it can be easily read by the public.
- This notice must be displayed for a period of 21 days from the date the application was lodged with the Council.
- After the notice has been displayed for 21 days, a certificate of compliance must be completed and the whole notice returned to the Council at the address above. Alternatively, confirmation of display can be submitted in writing and signed, together with full applicant and property details

# CERTIFICATE OF COMPLIANCE

## SHORT-TERM LETS LICENCE – CONFIRMATION OF DISPLAY OF PUBLIC NOTICE

The Civic Government (Scotland) Act 1982(Licensing of Short-term Lets)  
Order 2022

CONFIRMATION OF DISPLAY OF NOTICE			
<p><b>This section must be completed by the applicant and the whole notice returned to the Council at the above address at the end of the 21-day display period. Alternatively, please provide confirmation of display in writing with signature, along with full applicant and property details</b></p>			
I (Full name of applicant)			
Certify that the notice of application has been displayed as prescribed above for a period of not less than 21 days from _____ ending on _____			
Applicant's signature		Date	



**SHORT TERM LET (STL) LICENSING**  
**FIRE SAFETY CHECKLIST**

<b>Address</b>			
		<b>Postcode</b>	
<b>Dutyholder</b>			<b>Contact Tel No</b>
<b>Contact Email</b>			
<b>Premises STL Reference</b>			
<b>Section A:</b>	<b>Premises Profile</b>	<b>Yes</b>	<b>No</b>
Is the maximum occupancy of the premises for 10 persons or less (including children); or Is the premises being used for home sharing for 8 guests or less (including children)?		<input type="checkbox"/>	<input type="checkbox"/>
Does the premises have an escape route from each short term let bedroom via a hall and/or stair to at least one final exit door (which has direct access to the outside)?		<input type="checkbox"/>	<input type="checkbox"/>
Does the premises have letting accommodation on the ground and/or first floor only?		<input type="checkbox"/>	<input type="checkbox"/>
Is the premises storey areas less than 200 m <sup>2</sup> internal floor space?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Section B:</b>		<b>Yes</b>	<b>No</b>
Have you carried out and recorded a Fire Safety Risk Assessment which is available for inspection?		<input type="checkbox"/>	<input type="checkbox"/>
Has the Fire Safety Risk Assessment fully considered the diverse range of needs that guests may have in relation to fire safety?		<input type="checkbox"/>	<input type="checkbox"/>
Has the Fire Safety Risk Assessment been reviewed in the previous 12 months? <i>Where answer is "No" see guidance below for further advice</i>		<input type="checkbox"/>	<input type="checkbox"/>
	Have escape routes (fire resisting construction and self-closing fire doors where appropriate) been assessed as adequate for the property type through the premises Fire Safety Risk Assessment?	<input type="checkbox"/>	<input type="checkbox"/>
	Can you confirm that no inner rooms are used as sleeping accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
	Are escape routes (including communal areas, where present) clearly signed as such and kept free from obstruction at all	<input type="checkbox"/>	<input type="checkbox"/>
	Have you recorded the evacuation procedures and ensured that guests are aware of them? E.g. have they been provided with the information in the form of a fire action notice or via a welcome folder? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
<b>Doors and Exits</b>	Do all final exit doors, including the main entrance used by guests, open from the inside without use of a key? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Firefighting Equipment (Extinguishers)</b>	Is the firefighting equipment adequate for the risk in the premises (number, type, location)? ** as assessed through the premises Fire Safety Risk Assessment? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Is firefighting equipment maintained annually and recorded on the test labels and/or log book? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Automatic Fire Detection</b>	Is the level of automatic fire detection adequate within the premises as assessed through the premises Fire Safety Risk Assessment?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the system tested weekly/monthly/annually and the results recorded in a Log Book? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency Lighting</b>	Is there adequate provision for the lighting of emergency routes in the event of a mains failure as assessed through the premises Fire Safety Risk Assessment?	<input type="checkbox"/>	<input type="checkbox"/>
	Is any equipment provided tested and maintained with the results of tests recorded in a Log Book? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General</b>	Is there an up to date Fire Log Book including test certificates available for audit? <i>Where answer is "No" see guidance below for further advice</i>	<input type="checkbox"/>	<input type="checkbox"/>

### Guidance Advice for Dutyholders

1. [Do You Have Paying Guests?](#) (Currently National Fire Chiefs Council Guidance for English based properties. This will be superseded by Scottish Guides in due course)
2. [Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation](#)  
(Where answers are yes in all of section A Annex 2 may be used.)
3. [Non-domestic fire safety](#)

STL checklist\_Version\_1 July 2022



## Licences for Short-term Lets – Mandatory licence conditions

Article 6 and Schedule 3 of the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022.

### Agents

1. Only those named as a holder of the licence can carry out the day-to-day management of the short-term let of the premises.

### Type of licence

2. The holder of the licence may only offer the type of short-term let for which the licence has been granted.

### Fire safety

3. The holder of the licence must ensure the premises has satisfactory equipment installed for detecting, and for giving warning of:
  - (a) fire or suspected fire, and
  - (b) the presence of carbon monoxide in a concentration that is hazardous to health.
4. The holder of the licence must keep records showing that all upholstered furnishings and mattresses within the parts of the premises which are for guest use, or to which the guests are otherwise permitted to have access, comply with the Furniture and Furnishings (Fire Safety) Regulations 1988.

### Gas safety

5. Where the premises has a gas supply:
  - (a) the holder of the licence must arrange for an annual gas safety inspection of all gas pipes, flues and appliances in the premises,
  - (b) if, after an annual inspection, any appliance does not meet the required safety standard, the holder of the licence must not allow a short-term let of the premises until the works necessary to bring the appliance to the required safety standard have been carried out.

### Electrical safety

6. Where there are electrical fittings or items within the parts of the premises which are for guest use, or to which the guests are permitted to have access, the holder of the licence must:
  - (a) ensure that any electrical fittings and items are in:  
a reasonable state of repair, and  
proper and safe working order,
  - (b) arrange for an electrical safety inspection to be carried out by a competent person at least every five years or more frequently if directed by the competent person,
  - (c) ensure that, following an electrical safety inspection, the competent person produces an Electrical Installation Condition Report on any fixed installations,

- (d) arrange for a competent person to:
  - produce a Portable Appliance Testing Report on moveable appliances to which a guest has access, and
  - date label and sign all moveable appliances which have been inspected.
- 7. In determining who is competent, the holder of the licence must have regard to guidance issued by the Scottish Ministers under section 19B(4) of the Housing (Scotland) Act 2006.

#### **Water safety: private water supplies**

- 8. Where the premises are served by a private water supply, the licence holder must comply with the requirements on the owners of private dwellings set out in the Water Intended for Human Consumption (Private Supplies) (Scotland) Regulations 2017.

#### **Water safety: legionella**

- 9. The holder of the licence must assess the risk from exposure to legionella within the premises, whether or not the premises are served by a private water supply.

#### **Safety and repair standards**

- 10. (1) The holder of the licence must take all reasonable steps to ensure the premises are safe for residential use.
  - (2) Where the premises are subject to the requirements of Chapter 4 of Part 1 of the Housing (Scotland) Act 2006, the holder of the licence must ensure that the premises meet the repairing standard.

#### **Maximum Occupancy**

- 11. The licence holder must ensure that the number of guests residing on the premises does not exceed the number specified in the licence.

#### **Information to be displayed**

- 12. The holder of the licence must make the following information available within the premises in a place where it is accessible to all guests:
  - (a) a certified copy of the licence and the licence conditions,
  - (b) fire, gas and electrical safety information,
  - (c) details of how to summon the assistance of emergency services,
  - (d) a copy of the gas safety report,
  - (e) a copy of the Electrical Installation Condition Report, and
  - (f) a copy of the Portable Appliance Testing Report.

## **Planning Permission**

13. Where the premises is in a short-term let control area for the purposes of section 26B of the Town and Country Planning (Scotland) Act 1997 (“the 1997 Act”), the holder of the licence must, where the use of the premises for a short-term let requires planning permission under the 1997 Act, ensure that either:
- (a) an application has been made for planning permission under the 1997 Act and has not yet been determined, or
  - (b) planning permission under the 1997 Act is in force.

## **Listings**

14. (1) The holder of the licence must ensure that any listing or advert (whether electronic or otherwise) for the short-term let of the premises includes: the licence number, and a valid Energy Performance Certificate rating if an Energy Performance Certificate is required for the premises, in accordance with the Energy Performance of Buildings (Scotland) Regulations 2008.
- (2) The holder of the licence must ensure that any listing or advert (whether electronic or otherwise) for the short-term let of the premises is consistent with the terms of the short-term let licence.

## **Insurance**

15. The holder of the licence must ensure that there is in place for the premises:
- (a) valid buildings insurance for the duration of the licence, and
  - (b) valid public liability insurance for the duration of each short-term let agreement.

## **Payment of fees**

16. The holder of the licence must pay any fees due to the licensing authority in respect of the licence on demand.

## **False or misleading information**

17. The holder of the licence must not provide any false or misleading information to the licensing authority.

## **Interpretation**

18. In these Conditions:
- “Electrical Installation Condition Report” means a report containing the following information:
- (a) the date on which the inspection was carried out,
  - (b) the address of the premises inspected,
  - (c) the name, address and relevant qualifications of the person who carried out the inspection,
  - (d) a description, and the location, of each installation, fixture, fitting and appliance inspected,

- (e) any defect identified,
- (f) any action taken to remedy a defect,

“Energy Performance Certificate” means a certificate which complies with regulation 6 of the Energy Performance of Buildings (Scotland) Regulations 2008,

“gas safety report” means a report containing the following information:

- (a) the date on which the appliance or flue was checked,
- (b) the address of the premises at which the appliance or flue is installed,
- (c) a description of and the location of each appliance or flue checked,
- (d) any safety defect identified,
- (e) any remedial action taken,
- (f) confirmation that the check undertaken complies with the requirements of an examination of:  
the effectiveness of any flue,  
the supply of combustion air,  
subject to head (iv), its operating pressure or heat input or, where necessary, both,  
if it is not reasonably practicable to examine its operating pressure or heat input (or, where necessary, both), its combustion performance,  
its operation so as to ensure its safe functioning,
- (g) the name and signature of the individual carrying out the check, and
- (h) the registration number with which that individual, or that individual’s employer, is registered with a body approved by the Health and Safety Executive for the purposes of regulation 3(3) of the Gas Safety (Installation and Use) Regulations 1998.

- “holder of the licence” means any person to whom a short-term let licence has been granted or jointly granted,
- “home letting” means a short-term let consisting of the entering into of an agreement for the use, while the host is absent, of accommodation which is, or is part of, the host’s only or principal home,
- “home sharing” means a short-term let consisting of the entering into of an agreement for the use, while the host is present, of accommodation which is, or is part of, the host’s only or principal home,
- “premises” means the accommodation which is the subject of an application for a short-term licence or the subject of a short-term licence,
- “repairing standard” means the steps which the holder of the licence is required to take to comply with the obligations placed on the holder by Chapter 4 of Part 1 of the Housing (Scotland) Act 2006,
- “secondary letting” means a short-term let consisting of the entering into of an agreement for the use of accommodation, which is not, or is not part of, the licence holder’s only or principal home,
- “short-term let” has the same meaning as in article 3 of the Civic Government (Scotland) Act 1982 (Licensing of Short-term Lets) Order 2022,
- “short-term let licence” means a licence for a short-term let, and

- “type of short-term let” means one of the following purposes:
  - (a) secondary letting,
  - (b) home letting,
  - (c) home sharing, or
  - (d) home letting and home sharing.

## Licences for Short-term Lets – Additional Licence Conditions

### Civic Government (Scotland) Act 1982 (Licensing of Short Term Lets) Order 2022 – Additional Short Term Let Licensing Conditions

<b>STL 1</b>	The licence holder must ensure that advice to guests on action to be taken in the event of an emergency is clearly and prominently displayed within the accommodation.
<b>STL 2</b>	To secure and maintain public order and safety and to prevent undue public nuisance, the licence holder must have in place, so far as is reasonably practicable, arrangements, (such as the provision of keys or other means of entry and egress) which at all times permits the quiet and orderly entry to, and egress from, the licensed property by any persons occupying the said property as a STL.
<b>STL 3</b>	The licence holder must make the licence, including any conditions, available to guests within the accommodation where it can be conveniently read.
<b>STL 4</b>	The licence holder must take reasonable steps to manage the accommodation in such a way as to prevent and deal effectively with any anti-social behaviour by guests while in the STL or any shared areas and while entering or leaving the accommodation or any shared areas.
<b>STL 5</b>	<p>The licence holder must take all reasonable steps to manage the premises in such a way as to prevent undue nuisance to neighbours. The licence holder must have due regard to the privacy and security of neighbours.</p> <p>The licence holder must ensure:</p> <ul style="list-style-type: none"> <li>• Any particular rules applying to shared areas and entrances are communicated to guests;</li> <li>• Guests understand that shared doors should be quietly and securely closed after use.</li> </ul>
<b>STL 6</b>	An emergency contact telephone number for the licence holder and/or management shall be available and notified to the Council for 24-hour contact purposes for emergencies or antisocial behaviour from the accommodation.
<b>STL 7</b>	The licence holder shall give a neighbour notification to every other household in the same building as the STL accommodation, and any adjoining premises within 28 days of the licence holder's receipt of the licence document, and annually thereafter while the accommodation is licensed as a STL. This will advise of the name of the licence holder or managing agent, a contact address, day-time telephone number and an emergency contact number.
<b>STL 8</b>	The licence holder shall ensure that adequate facilities are provided for the storage and disposal of refuse, and recycling. The licence holder shall be responsible for advising residents of the refuse collection day and for making arrangements for the presentation of bins for collection at the appropriate time and day.
<b>STL 9</b>	<b><i>For secondary lets only</i></b> , the licence holder must ensure that the bedrooms living room and hallway in the premises are covered by a suitable floor covering such as a carpet or similar floor covering.